



## SOCIAL MEDIA POLICY

Morgan Marine Pty Ltd (MM) recognises that it is prudent to provide clarity for employees, contractors and consultants around social media use, and what is considered appropriate in relation to the Company.

Social media includes, but is not limited to social or business networking sites such as LinkedIn or Facebook; video and photo sharing websites such as Flickr or YouTube; micro-blogging sites such as Twitter; weblogs, personal or corporate blogs; forums and discussion boards such as Whirlpool, Yahoo! Groups, or Google Groups; product or service review websites; online encyclopedias such as Wikipedia; online voting or polls; or any other website that allows individual users or companies the use of simple publishing tools. It also includes use of media via email, Instagram, Skype, television, radio or other forms of electronic communication.

MM guiding principles:

MM recognises that non-work related social media use such as a personal Facebook page is generally not a form of corporate communication, however if an employee posts any information in relation to MM including MM's business or employees, clients or contractors of MM via that site, or through other forms of electronic or other communication this policy would then apply.

MM values its corporate reputation, and the reputation of its directors and employees, and wants to maintain the goodwill and value associated with the Company. MM has adopted the social media policy to ensure the corporate and personal reputations are maintained.

Employees need to ensure that any activity conducted online, whether done on or off MM premises, or inside or outside of business hours, must not be excessive or interfere with work commitments and responsibilities; contain or link to libellous, defamatory, bullying or harassing content, even by way of example or illustration; include the publishing of information that is confidential or proprietary to MM or its clients; or include information which risks bringing MM (including its directors and employees) or its clients into disrepute.

Employees are not permitted to use the MM brand to endorse or promote any product, opinion, cause or political candidate. Employees are to ensure that it is abundantly clear that any information that they post on the internet is their personal opinion and does not represent the views of MM or clients of MM.

Only authorised MM representatives may use social media as a representative of the Company and on behalf of MM. MM may designate an appropriate representative to endorse MM products and services on its behalf.

If employees, contractors or consultants are uncertain about the appropriateness of their social media use during business hours or the content in which they are posting online, they should discuss it with management.

MM reserves the right to initiate disciplinary action as necessary for any violation of this policy, and in accordance with any relevant employment or other agreement.

Employees, contractors and consultants are expected to abide by the terms of the Social Media Policy. This policy should be read in conjunction with all MM policies, including policies relating to confidentiality, internet use, and code of conduct.

Andrew Morgan  
Director, 27 July 2013